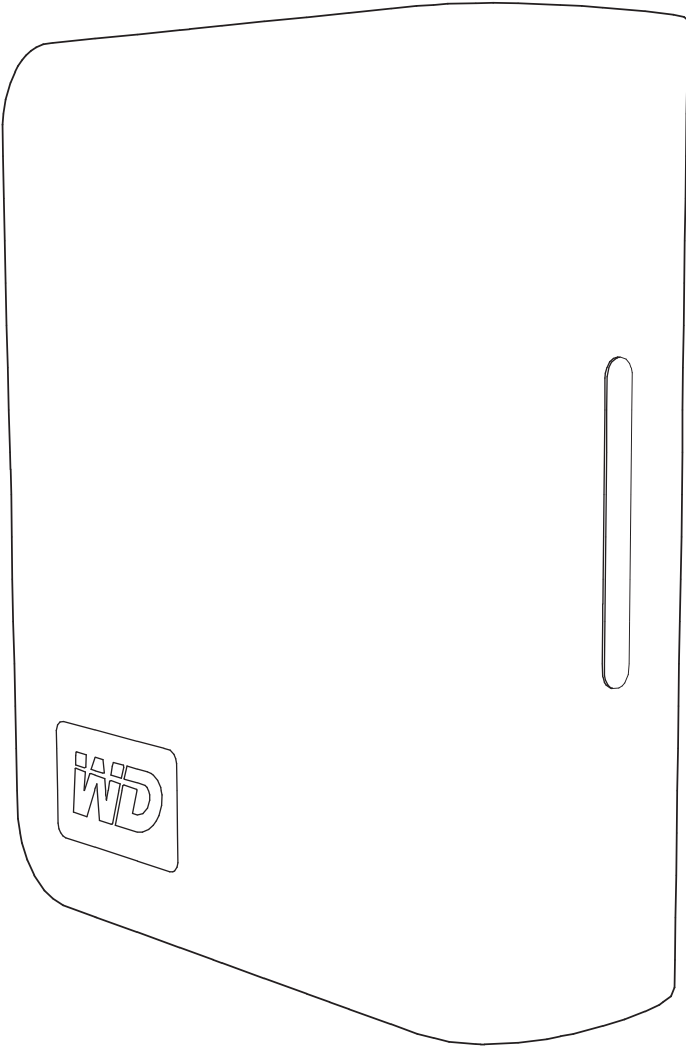


# My Book™

Office Edition™

User Manual



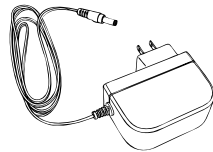
1

# Getting Started

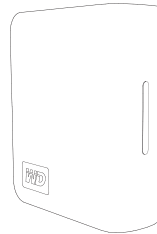
Thank you for purchasing this WD product. My Book™ Office Edition™ is a small, elegant, and easy-to-use USB external hard drive. Just plug it in and save your valuable data, music, photos, and movies. My Book Office Edition is the perfect add-on storage for all your precious digital assets. For the latest WD product information and news, visit our website at [www.westerndigital.com](http://www.westerndigital.com).

## Kit Contents

- USB 2.0 external hard drive
- USB cable
- AC adapter
- Quick Install Guide



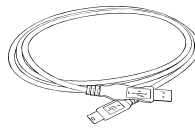
AC Adapter



My Book OfficeEdition



Quick Install Guide



USB Cable

## Compatibility

### Windows®

- An available USB port
- Windows 2000/XP/Vista™

### Macintosh®

- An available USB port
- Mac® OS X 10.4.8 or later

*Note:* Compatibility may vary depending on user's hardware configuration and operating system.

**Important:** For highest performance and reliability, it is recommended that you install the latest updates and service pack (SP). For Windows, go to the **Start** menu and select **Windows Update**. For Mac, go to the **Apple** menu and select **Software Update**.

## Recording Your WD Product Information

In the following table, write the serial number and model number of your new WD product found on the label on the back panel of the device. Also, write the purchase date and other notes such as your operating system and version. This information is necessary for setup and technical support.

Serial Number:
Model Number:
Purchase Date:
System and Software Notes:

## Registering Your WD Product

Your WD product includes 30 days of free technical support during the applicable warranty period for your product. The 30-day period commences on the date of your first telephone contact with WD technical support. Register online at *register.wdc.com*.

## Handling Precautions

WD products are precision instruments and must be handled with care during unpacking and installation. Drives may be damaged by rough handling, shock, or vibration. Be aware of the following precautions when unpacking and installing your external storage product:

- Do not drop or jolt the device.
- Do not move the device during activity.
- Do not use My Book as a portable device.
- To allow proper ventilation, do not block air slots located on the underside, top, or rear of the enclosure. Do not stack any objects on top of the device that may block ventilation.

## 2

## About Your WD Drive

### Drive Format

This WD device is preformatted as a single FAT32 partition for compatibility with all updated Windows and Macintosh operating systems. The FAT32 file system has a maximum individual file size of 4 GB.

This WD device cannot create partitions larger than 32 GB in Windows 2000/XP. Windows 2000 and XP users can overcome these file size limitations by reformatting the drive to NTFS using the Disk Management utility. See answer ID 1287 at [support.wdc.com](http://support.wdc.com) and article IDs 314463 and 184006 at [support.microsoft.com](http://support.microsoft.com) for further details.

### Reformatting the Drive

**Important:** Reformatting My Book erases all its contents. If you have already saved files on My Book, be sure to back them up before reformatting it.

1. Go to [support.wdc.com](http://support.wdc.com).
2. See Knowledge Base Answer ID 207 for formatting instructions.

After formatting, go to Downloads, find your product, download the My Book utility, and follow instructions as prompted.

### LED Indicators

The power/activity LED is located on the center, front panel of the device. LED activity is indicated as follows:

#### Power/Activity LED

Appearance	Description
Steady	Power-on state or power-save mode
Fast flashing (for approx. 3 seconds)	Transitioning to system standby
Slow flashing (every 5 seconds)	System standby
Up and down	Drive in use

### Power Button

The Power button features Safe Shutdown, which prevents the inadvertent powering down of My Book until all data is written to the device or system. To engage Safe Shutdown, press the Power button once. You may hear the device power down before the Power LED turns off. My Book is now shut down properly and may be safely disconnected.

### USB 2.0 Interface

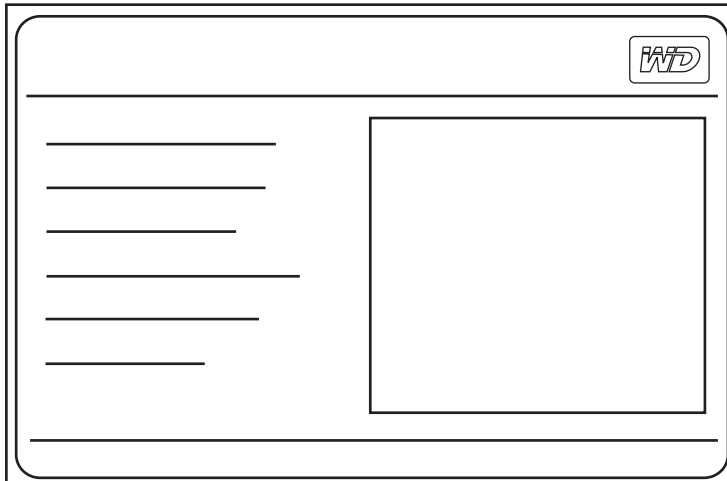
USB is the industry standard interface for most Windows-based computers. Hi-Speed USB (USB 2.0) supports data transfer rates up to 480 Mb/s. USB 2.0 is backward-compatible with USB 1.1. Connection to a USB 1.1 device transfers data at USB 1.1 speed (up to 1.5 Mb/s).

## Kensington® Security Slot

For drive security, this device is equipped with a Kensington Security Slot, which supports a standard Kensington security cable (sold separately). For more information on the Kensington Security Slot and available products, visit [www.kensington.com](http://www.kensington.com).

## Software

In addition to the drivers and utilities, this WD product is shipped with software which can be installed from the WD installer screen that displays at the end of the hardware installation.



**WD Anywhere™** is an easy, one-time setup, backup application that allows you to preserve your data files with around-the-clock protection. Features include multiple destination backup and simple, intuitive file recovery.

### MioNet® Services

- **DriveAccess:** Access this drive remotely and securely share the files on it (free for the life of the drive).
- **Small business tools:** Remote desktop control, online meetings, and access to files on any of your computers (these MioNet premium services are free for one year).

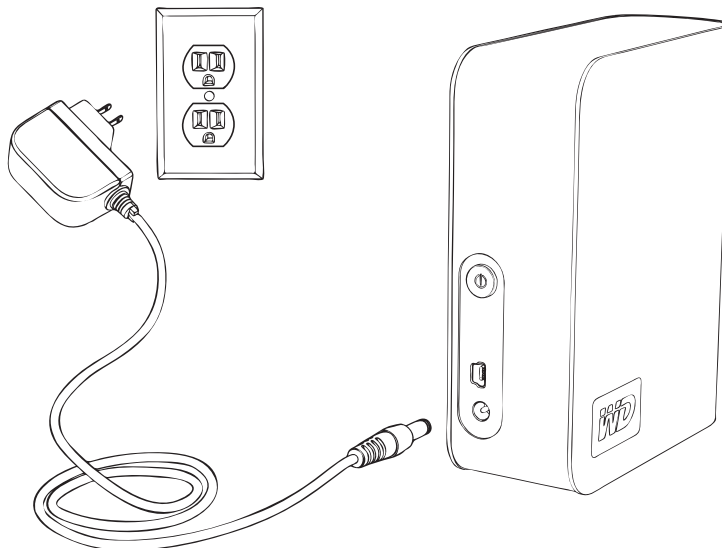
**Memeo AutoSync** (30-day trial) safeguards your files using encryption with its simple, flexible sync plan setup and allows you to keep your latest work with you at all times.

For further information or help with Memeo software, go to [www.memeo.com](http://www.memeo.com)

**Copy Application Software** is a standard utility that allows you to back up the valuable software included on My Book to your internal drive.

## 3

## Connecting the Device



### Windows

1. Turn on your computer.
2. Connect the drive's power cord and USB cable as shown.
3. Drive utilities are installed automatically. If a security alert is displayed during this installation, click **Accept** or **Continue**.
4. When finished, a menu displays a list of available software and other options. To install, click the checkbox to the left of your choice and click **Start**. Otherwise, click **Exit** to begin using the drive.
5. The autorun menu appears only on the first installation of its drive. If autorun is disabled on your computer or you are connecting My Book to another computer, you must install utilities manually. Go to Start, My Computer, and double-click **Setup.exe**.

### Macintosh

1. Turn on your computer.
2. Connect the drive's power cord and USB cable as shown. The drive mounts to the desktop and a My Book icon appears.
3. Double-click the My Book drive icon.
4. Double-click the WD\_Mac\_Tools folder. If prompted, select the language of choice from the available folders.
5. Double-click **ButtonManager.dmg** to install the device utilities.
6. Double-click **WD\_Anywhere\_Backup.dmg**.

## 4

## Turning Off/Disconnecting the Device

### SmartPower™

My Book automatically powers off and on with the computer.

**Important:** To prevent data loss, close all active windows and applications before shutting down the drive.


### Safe Shutdown™

The Power button features Safe Shutdown, which prevents the inadvertent powering down of My Book until all data is written to the device or system. To engage Safe Shutdown, press the Power button once. You may hear the device power down before the Power LED turns off. My Book is now shut down properly and may be safely disconnected.

Safe Shutdown is enabled only through installation of its driver, which must be installed on each system to which My Book is connected.

You may also follow these steps to safely turn off the drive without powering down the computer:

### Windows

Right-click the Safely Remove Hardware icon  in your system tray and select **Safely Remove Hardware**. You may hear the drive power down before the Power LED turns off. The drive is now shut down properly, and you may disconnect the drive safely.

### Macintosh

Drag the My Book icon to the Trash icon for proper dismount. You may hear the drive power down as the Power LED flashes. When the Power LED is steady, you may press the Power button once or disconnect the drive's power cord to turn off the drive safely.

## 5

## Troubleshooting

If you have problems when installing or using this product, refer to this troubleshooting section or visit our support Web site at [support.wdc.com](http://support.wdc.com) and search our knowledge base for more help.

How to	Answer ID
■ install, partition, and format the drive in Windows XP	207
■ install, partition, and format the drive in Windows 2000	34
■ format the drive to Mac OS format	287
■ obtain and reinstall the original software included on My Book	1425
■ format the drive to the FAT32 file system**	1364
■ use the drive on a Macintosh and a PC simultaneously	291

\*\*This WD drive is preformatted as a single FAT32 partition for compatibility with all Mac and Windows operating systems. The FAT32 file system has a maximum individual file size of 4 GB and cannot create partitions larger than 32 GB in Windows 2000/XP; however, Windows 2000/XP users can overcome these file size limitations by reformatting the drive to NTFS using the Disk Management utility. See answer ID 1287 at [support.wdc.com](http://support.wdc.com) and article IDs 314463 and 184006 at [support.microsoft.com](http://support.microsoft.com) for further details.

### Frequently Asked Questions — USB Information

**Q:** *What is Hi-Speed USB?*

**A:** Hi-Speed USB is another name for USB 2.0, which provides transfer rates up to 40 times faster than USB 1.1. Upgrading to USB 2.0 is highly recommended because of the significant reduction in file transfer time versus USB 1.1.

**Q:** *How do I determine whether or not my system supports USB 2.0?*

**A:** Refer to your USB card documentation or contact your USB card manufacturer.  
*Note:* If your USB 2.0 controller is built-in to the system motherboard, be sure to install the appropriate chipset support for your motherboard. Refer to your motherboard or system manual for more information.

**Q:** *What happens when a USB 2.0 device is plugged into a USB 1.1 port or hub?*

**A:** USB 2.0 is backward-compatible with USB 1.1. When connected to a USB 1.1 port or hub, a USB 2.0 device operates at the USB 1.1 full speed of up to 12 Mbps.

**Q:** *Can USB 1.1 cables be used with USB 2.0 devices?*

**A:** Although USB 1.1 cables work with USB 2.0 devices, it is recommended that USB 2.0 certified cables be used with USB 2.0 peripherals and USB 2.0 PCI adapter cards.

### Frequently Asked Questions — Installation

**Q:** *Why does the drive not power up?*

**A:** Be sure the drive is plugged in to a power source.

**Q:** *Why is the drive not recognized under My Computer or on the computer desktop?*

**A:** If your system has a USB 2.0 PCI adapter card, be sure that its drivers are installed before connecting your WD USB 2.0 external storage product. The drive is not recognized correctly unless USB 2.0 root hub and host controller drivers are installed. Contact the adapter card manufacturer for installation procedures.

**Q:** *How do I partition and reformat the drive?*

**A:** For recommended formats for this device, search our knowledge base for answer ID 207 at [support.wdc.com](http://support.wdc.com).

**Q:** *Why is the data transfer rate slow?*

**A:** Your system may be operating at USB 1.1 speeds due to an incorrect driver installation of the USB 2.0 adapter card or a system that does not support USB 2.0.

If your system includes a PCI slot, you can achieve Hi-Speed USB transfer rates by installing a USB 2.0 PCI adapter card. Contact the card manufacturer for installation procedures and more information.

*Note:* If an additional external drive is connected to the WD product, USB bandwidth is shared and may affect performance.



## 6

## Appendix

**Regulatory Compliance****FCC Class B Information**

This device has been tested and found to comply with the limits of a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This unit generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio or television reception. However, there is no guarantee that interference will not occur in a particular installation. Any changes or modifications not expressly approved by WD could void the user's authority to operate this equipment.

The following booklet, prepared by the Federal Communications Commission, may be helpful: *How to Identify and Resolve Radio/TV Interference Problems*. This booklet is Stock No. 004-000-00345-4 available from the US Government Printing Office, Washington, DC 20402.

**CSA Notice**

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

This Class B digital apparatus complies with Canadian ICES-003.

**Underwriters Laboratories Inc.**

Approved for US and Canada. CAN/CSA-C22.2 No. 60950-1, UL 60950-1. Information Technology Equipment - Safety - Part 1: General Requirements (File E101559).

This product is intended to be supplied by a listed limited power source, double insulated, or direct plug-in power unit marked "NEC" or "Class 2."

**CE Compliance For Europe**

Verified to comply with EN55022 for RF Emissions and EN50082-1 for Generic Immunity, as applicable.

**Warranty Information****Obtaining Service**

WD values your business and always attempts to provide you the very best of service. If this Product requires maintenance, either contact the dealer from whom you originally purchased the Product or visit our product support Web site at [support.wdc.com](http://support.wdc.com) for information on how to obtain service or a Return Material Authorization (RMA). If it is determined that the Product may be defective, you will be given an RMA number and instructions for Product return. An unauthorized return (i.e., one for which an RMA number has not been issued) will be returned to you at your expense. Authorized returns must be shipped in an approved shipping container, prepaid and insured, to the address provided on your return paperwork. Your original box and packaging materials should be kept for storing or shipping your WD product. To conclusively establish the period of warranty, check the warranty expiration (serial number required) via [support.wdc.com](http://support.wdc.com). WD shall have no liability for lost data regardless of the cause, recovery of lost data, or data contained in any Product placed in its possession.

**Limited Warranty**

WD warrants that the Product, in the course of its normal use, will be free from defects in material and workmanship for a period of three (3) years, unless otherwise required by law, and will conform to WD's specification therefor. This limited warranty period shall commence on the purchase date appearing on your purchase receipt. WD shall have no liability for any Product returned if WD determines that the Product was stolen from WD or that the asserted defect a) is not present, b) cannot reasonably be rectified because of damage occurring before WD receives the Product, or c) is attributable to misuse, improper installation, alteration (including removing or obliterating labels and opening or removing external enclosures, unless the product is on the list of limited user-serviceable products and the specific alteration is within the scope of the applicable instructions, as found at [support.wdc.com](http://support.wdc.com)), accident or mishandling while in the possession of someone other than WD. Subject to the limitations specified above, your sole and exclusive warranty shall be, during the period of warranty specified above and at WD's option, the repair or replacement of the Product. The foregoing warranty of WD shall extend to repaired or replaced Products for the balance of the applicable period of the original warranty or ninety (90) days from the date of shipment of a repaired or replaced Product, whichever is longer.

The foregoing limited warranty is WD's sole warranty and is applicable only to products sold as new. The remedies provided herein are in lieu of a) any and all other remedies and warranties, whether expressed, implied or statutory, including but not limited to, any implied warranty of merchantability or fitness for a particular purpose, and b) any and all obligations and liabilities of WD for damages including, but not limited to accidental, consequential, or special damages, or any financial loss, lost profits or expenses, or lost data arising out of or in connection with the purchase, use, or performance of the Product, even if WD has been advised of the possibility of such damages. In the United States, some states do not allow exclusion or limitations of incidental or consequential damages, so the limitations above may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

**Technical Support Services**

If you need additional information or help during installation or normal use of this product, visit our product support website at [support.wdc.com](http://support.wdc.com) and search our knowledge base.

When contacting WD for support, have your WD product serial number, system hardware, and system software versions available.

[support.wdc.com](http://support.wdc.com)  
[www.westerndigital.com](http://www.westerndigital.com)

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